

DEPARTMENT OF FINANCE AND ADMINISTRATION
ADMINISTRATIVE MEMORANDUM

200.5.2 TITLE: Vehicle Safety Program
ISSUING OFFICE: Administrative Services (Page 1 of 2 pages)
DISTRIBUTION THROUGH: All DFA Employees (LEVEL)
DATE ISSUED/REVISED: August 1, 2005 REPLACES: 200.5.2 DATED: July 1, 2003

In 1986, the Risk Management Division of the Arkansas Insurance Department developed a Vehicle Safety Program for all agencies covered under the State Master Vehicle Policy. The purpose of the program is to ensure that only licensed drivers with acceptable driving records operate vehicles on state business, thereby protecting the state from unnecessary liability exposure. Through the combined efforts of the Department of Finance and Administration-Office of Driver Services and Information Network of Arkansas (INA), safety program information is easily accessible to all agencies.

I GENERAL STATEMENTS

- A. New DFA employees who may be or will be required to operate a vehicle on state business will sign the required authorization (VSP-1), and will receive a copy of the signed authorization and of the Driving Safety Tips. The original VSP-1 will be forwarded to the DFA Human Resources Office along with the usual hire documents. No copies of drivers' licenses are required.
- B. Driving records will be checked automatically by the Office of Driver Services each week. DFA Human Resources staff will notify Administrators if an employee's driving status has changed. It will be the Administrator's responsibility to then ensure compliance with the DFA requirements for the Vehicle Safety Program.
- C. Employees leaving employment with DFA will be removed from the DFA database.
- D. If an applicant's hire is dependent on having an acceptable driving record, the supervisor may request an immediate review of the record by contacting Mike House at 501-324-9065. At the time of this request, the supervisor must have a signed copy of the VSP-1 from the applicant.
- E. For more information about the driving records part of the Vehicle Safety Program, contact Mike House at 501-324-9065.

II PARTICIPATION IN THE VEHICLE SAFETY PROGRAM

All state agencies covered by the State Master Fleet Policy must participate in the Arkansas State Vehicle Safety Program. The Department of Finance and Administration is a participating agency.

III ADMINISTRATORS' RESPONSIBILITIES

Administrators must ensure that each office complies with the following requirements:

- A. All drivers must maintain a valid drivers license in accordance with the requirements of all applicable Arkansas state laws. Copies of drivers' licenses are no longer required to be kept on file by the agency.
- B. Drivers must complete and sign the Authorization to Operate State Vehicles and Private Vehicles on State Business VSP-1. All drivers should be provided with copies of their VSP-1 and the Driving Safety Tips.
- C. Copies of form VSP-1 for each authorized driver will be maintained in the employee's official personnel file.
 - 1) Access to driving records for resident drivers will be provided through the SVS System (State of Arkansas Website) through Information Network of Arkansas. Agencies will be notified by email on a weekly basis of any change in status of a current driver and the status of new drivers.
 - 2) Driving records for non-resident drivers may be obtained by sending form VSP-2 to:

Terry Kersey
Department of Finance and Administration
Charles D. Ragland Building
P.O. Box 1272, Room 1130
Little Rock, AR 72203

- D. Administrative action will be required for employees who are required to drive on State business who exceed the acceptable accumulation of points on their current Traffic Violations Report. (See "Assessment of Points" in the Program details for the point values assigned for each moving violation by the Office of Driver Services.) Actions may include suspension of authorization to drive on the job, required successful completion of an approved defensive driving course, suspension from work, or termination.
- E. Drivers must report accident and traffic violations to their supervisor as follows:
 - *When operating a state vehicle – Within 24 hours of occurrence or by the following business day; and,
 - *When operating a private vehicle on state business - Within seven (7) days of occurrence.

The supervisor must report the accident or traffic violation immediately upon acquiring this information to the designated staff in each division:

for the Revenue Division, contact Latonya Clay at 501-682-7168,
for ABC Enforcement, contact Carl Kirkland at 501-682-8174,
for all other divisions and offices, contact Grace Nobles at 501-683-2115.

Grace Nobles serves as the DFA Vehicle Safety Program Coordinator for the department as a whole. The designated staff will contact the insurance provider regarding the accident and provide the information needed; a copy of all information related to the accident should be sent to Grace for file maintenance.

- F. The designated staff listed above are responsible for reporting all claims or losses which involve any bodily injury or property damage to the current insurance provider, Ramsey, Krug, Farrell & Leasing at the following telephone numbers: emergency claims reporting number is 501-664-9252 or 501-614-1110; the fax number is 501-614-1410. The company must be contacted within 24 hours of the occurrence or by the following business day.
- G. Insurance identification cards must be kept in State vehicles to verify proof of insurance coverage.
- H. Drivers who have had an at-fault accident must attend a defensive driving class within sixty (60) days following the occurrence.
- I. Enrollment in, attendance at, and payment for Defensive Driving Classes are the responsibility of the employee. Classes must be approved by the Department of Finance and Administration--Office of Driver Services or the National Safety Council. Upon successful completion of the defensive driving course, the employee will provide an original certificate of completion to his/her supervisor. The supervisor will copy the certificate, and forward the copy to the DFA Human Resources Office for inclusion in the employee's personnel file.

IV AGENCY RECORDS

Agency records for the Vehicle Safety Program are subject to audit by the Risk Management Division of the Arkansas Insurance Department.

V DRIVERS WHO ARE NOT STATE EMPLOYEES

This Safety Program also applies to drivers who are not state employees, but who routinely drive state vehicles.